

FAST Guidelines for Entering Fleet Data

The FAST (Federal Automotive Statistical Tool) system (or just “FAST”) was developed to assist fleets in meeting the data reporting requirements of Executive Order 13423 *“Strengthening Federal Environmental, Energy, and Transportation Management,”* the Energy Policy Acts of 1992 and 2005, the Energy Independence and Security Act of 2007, the General Services Administration’s SF82 *“Agency Report of Motor Vehicle Data”*, and the Office of Management and Budget’s Circular A-11 *“Preparation, Submission and Execution of the Budget”*. Data collected through FAST will satisfy all of these requirements.

A. Logging on to FAST

Once you receive your login ID and password via email, you may begin to use the system. If you have not yet received your login information, you need to contact your FAST Agency Trainer. They will assist you. If you have received your login information through email, you may begin by following the steps below.



1. Login to FAST by opening your web browser (Internet Explorer, Firefox, etc.) and keying in the URL <https://fastweb.inel.gov/> in the address window at the top of the screen. Enter your FAST Login ID and Password, then click on the **Login** button.
2. You may be required to change your password during your first FAST system entry. Click on the **Change Password** link and change your password. The FAST system will not allow you to input certain combinations of characters, in keeping with password protocols intended to prevent unauthorized use of this system. The FAST system’s help documentation has more detailed information about these password requirements.

B. Entering Data

1. To begin entering data, click on the **Fleet Data** tab. A list of fleet names for which you have been assigned reporting responsibility will appear.
2. Click on the **name of the fleet** for which you wish to enter data.
3. In the FY 2012 Report Header – block 1 **Fleet Information**, ensure the fleet information is correct. Be sure to check for the following:
 - a. **Locale:** Select either Foreign or Domestic.
 - b. **Exemption:** Select the appropriate exemption (if any) for this fleet: Geographic or non-MSA Operation. Click the help icon for assistance in determining if your fleet should be considered EPACT exempt. Leave blank if your fleet is covered under EPACT.
 - c. **State and ZIP Code:** Supply the state and ZIP code for the actual location of the fleet (e.g., motorpool ZIP code). This information will be used to assist you in determining whether your fleet can take advantage of geographic exemptions. This need not be the same ZIP code for the contact information of the submitting official. **NOTE:** If your fleet is a consolidated fleet of vehicles in more than one state, leave these fields blank.
4. In the FY 2012 Report Header – block 2 **Submitter’s Contact Information:** The submitting official is the primary person responsible for the data. This should be the person to contact with any questions regarding the data entered and will typically be the fleet manager. Choose the applicable contact from the drop-down “Name” box, and FAST will complete the header information. Update the the contact information shown for the selected individual, if needed; when the **Save Report Header** button is clicked, the contact information will be saved. If the appropriate individual is not listed in the drop-down “Name” box, contact your agency administrator to request that they add the needed individual to the FAST system as a user.

NOTE: The header information (*name, address, phone, and email address*) is for the Submitting Fleet Official's work location information **NOT** the fleet location information.

After entering the requested information, click on the **Save Report Header** button. The Submitting Official Approval should remain **Not Yet Approved** until all fleet data has been entered, verified, and validated.



5. Click on the respective white icon dots () for each of the Section 1, 2, and 3 forms to enter data. The status of the form(s) should not be changed to **Complete** () until all data has been entered and verified. Please fill out the information described below for the Section 1, 2 and 3 forms. Agency fleet managers will approve this information before it is forwarded to DOE/GSA/EIA. You may save this work while it is in process by clicking the save button on each report. A “comment” section is available at the bottom of each report. When you are satisfied the data is complete toggle the “Complete” button on each report to forward it to your approving official.

NOTE: After all data is entered and verified, and the “Complete” radio button is toggled on each of the input forms (or “reports”) described below, you (as the submitting individual) must run the submitted data through the FAST system’s data validation logic using the “Generate and view data validation report” link that appears between the Report Header section and the Report Section Status block. The FAST system will attempt to validate all data and generate a list of any identified problems requiring attention. Each separate item will have a link to the section of the report where the problem was identified. An example of the type of problem that this validation might catch: having 10 CNG 4x2 pickups in Acquisition Actuals, and only having 8 in Inventory Actuals.

All vehicles acquired (received) during the fiscal year should show in **both** the Acquisition Actuals and Inventory Actuals. Vehicles received during the fiscal year which were also disposed of prior to the close of the fiscal year should be reported in both the Acquisition Actuals and the Disposal Actuals. Alternative fueled vehicles ordered but **not received** prior to October 1, should be entered as part of the Acquisitions Actuals for this FY, but should not be included in your inventory. Ensure that you do not double-count these vehicles **next** year – these vehicles should then be included as inventory (and not as acquisitions) in your report next year. This will allow your fleet to take advantage of acquisition EPACT credits in the current fiscal year. All vehicles disposed during the fiscal year should be recorded on in the Disposal Actuals form (new for FY2012 reporting). FAST’s Data Quality/Consistency Report should also be reviewed for any discrepancies, and necessary changes made or comments entered on the appropriate data entry forms explaining apparent discrepancies in the reported data.

Only after all of the items identified during this validation and consistency review have been resolved, should you toggle the **Submitting Official Approval** state from “Not Yet Approved” to “Approved” – this signifies that all of the data for this individual fleet has been reported, validated, and approved.

For Section 1 Reports – *Inventory Actuals, Acquisition Actuals/Planned/Projected/Forecast, and Disposal Actuals/Planned/Projected/Forecast*. Section 1 compiles vehicle inventory, acquisition, and disposal data.

- **1a. Inventory Actuals** – Enter vehicles in your operating inventory as of the last day of the fiscal year just ended. All vehicles must be reported by their state distribution to comply with EPACT 1992 (See column (a) in figure 1 below). If all vehicles in the row are used in a law enforcement (“LE”) capacity (see the FAST Help System for definition of “law enforcement” and for a discussion of “covered law enforcement” vehicles), indicate this by selecting the appropriate entry in column (b). If the row includes any agency-owned vehicles, the average age (in months) of those vehicles as of the end of the fiscal year must also be specified in the “Owned Age” column (i). Any armored vehicles should be designated by the appropriate armor level (Types I through IV or “S” for special armor) in column (l) of the Section 1 input forms; for non-armored vehicles, leave this selection in its default blank state. Any vehicles that are part of the department’s “Executive Fleet” should be appropriately designated in column (m) of the form. If your Agency Head exempted any law enforcement, protective, emergency response, or military tactical operations or vehicles used overseas from the VAM (Vehicle Allocation Methodology) requirements, select the appropriate VAM exemption from the drop down list. After defining each row use the **Add** button to save each row. Likewise, you may click the edit icon () or the delete icon () as needed to modify previously saved changes.

- **1a, b, c, d. Acquisition Actuals, Planned, Projected, Forecast:** Enter vehicles **acquired** this year (Actuals) or for future years (as appropriate). Select the appropriate LE-related designation for the vehicles on each row in column (b). Any light duty vehicle acquisitions in covered fleets that can be declared exempt based on their operation outside of MSAs should be designated by checking the appropriate box in column (c) of this form. When reporting actual acquisitions, select the appropriate designation for the vehicles with respect to EISA § 141's requirement to acquire low greenhouse gas (LGHG) vehicles in column (f). If a row on this form includes agency-owned vehicles, the average age (in months) of those vehicles as of the end of the corresponding fiscal year must be specified in the appropriate field in column (i). Select the appropriate armor level for the acquisitions on each row in column (l). Select the VAM exemption, if appropriate, as directed by your agency head. Vehicle acquisitions do not have to be reported by state.
- **1a, b, c, d. Disposals Actual, Planned, Projected, Forecast:** Enter vehicles **disposed** of this year (Actuals), and vehicles that are targeted for disposal for each of the three future years (as appropriate). Select the appropriate LE-related designation for the vehicles on each row in column (b). If a row on this form includes agency-owned vehicles, the average age (in months) of those vehicles at the time of disposal must be specified in the appropriate field in column (i). Select the appropriate armor level for all estimated disposals in each row in column (l). Select the VAM exemption, if appropriate, as directed by your agency head. Vehicle disposals do not have to be reported by state.
- When all data has been entered, reviewed, and verified, click on the **“Complete” radio button**, then click on **Save and Return to Status Screen** to save your changes.

Vehicle Inventory Data															
VEHICLE DESCRIPTION						# IN OPERATING INVENTORY				Comments	Armor	Exec Fleet	VAM Exempt	Corr	Action
State	LE	Non MSA	Vehicle Type	Fuel Type	EISA § 141 LGHG Acq	Leased		Owned							
						Comm	GSA	#	Age						
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
1	AR	Y	Sedan/St Wgn Midsize	GAS DE	N/A	5	10	15	4.00			N	COV		
2	AR	N	Sedan/St Wgn Midsize	E85 FF	N/A	0	7	0	-			N	COV		
3	AR	N	Sedan/St Wgn Midsize	E85 FF	N/A	0	1	0	-	Assigned to Assi...		Y	COV		
4	AR	N	LD Pickup 4x2	E85 FF	N/A	0	6	2	10.00			N	COV		
5	AR	N	MD SUV	DSL DE	N/A	1	0	0	-			N	COV		
6	TOTAL:					6	24	17	4.71						
7	ID	Y - ▾	<input type="checkbox"/>	LD SUV 4x4 ▾	GAS D ▾	N/A	<input type="text"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	N - ▾	LE - ▾	Add

Figure 1: Section 1 input screen

For Section 2 Reports – Actual Vehicle Cost/Mileage Data by Vehicle Type (see Figure 2 below)

- Enter the cost data and mileage for **Agency-owned Vehicles**: indirect costs, maintenance costs, depreciation, acquisition costs, and miles traveled. Note that fuel cost information will be shown based on data entered on Section 3 forms (see below); if you have not yet supplied this fuel cost and consumption data, these values will be shown as \$0.
- Enter the cost data and mileage for **GSA-leased Vehicles**: indirect costs, lease costs, acquisition costs, and miles traveled. Note that fuel costs for GSA-leased vehicles are assumed to be included within the lease costs for those vehicles.
- Enter the cost data and mileage for **Commercially-leased Vehicles**: indirect costs, maintenance costs, lease costs, acquisition costs, and miles traveled. As with agency-owned vehicles, fuel cost information will be shown based on data entered on Section 3 input forms (see below).
- Enter the corresponding cost data for the law enforcement and armored **subsets** of the entire fleet on the corresponding rows within each section. Note that as the armored and law enforcement costs

and mileage are subsets of the corresponding portion of the entire fleet, these values must be less than or equal to the costs and mileage for the entire fleet. The Section 2 data entry forms will not allow you to supply values larger than the corresponding portion of the entire fleet for these subsets.

- Click on the **“Complete” radio button** when all data has been entered, reviewed and verified, then click on **Save and Return to Status Screen** to save your changes.

1. Costs and Mileage Associated with Agency-owned Vehicles								
Vehicle Model	Cost Category					Total Operating Costs *	FY 2012 Acquisition Costs *	FY 2012 Miles Traveled *
	Indirect	Maintenance	Depreciation	Lease	Fuel *			
a	b	c	d	e	f	g	h	i
1 Sedans & SW	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
2 LSEVs	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
3 Ambulances	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
4 Buses	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
5 LD Trucks (4x2)	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
6 LD Trucks (4x4)	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
7 MD Trucks	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
8 HD Trucks	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
9 Totals	\$ 0	\$ 0	\$ 0	n/a	\$ 0	\$ 0	\$ 0	0
10 Law Enforcement	\$ 0	\$ 0	\$ 0	n/a	\$ 0	\$ 0	\$ 0	0
11 Armored Vehicles	\$ 0	\$ 0	\$ 0	n/a	\$ 0	\$ 0	\$ 0	0

Figure 2: Section 2 input screen



For Section 2 Reports – Planned/Projected/Forecast Vehicle Cost Data

- If you are required to submit out-year cost projection data for your fleet, enter the fleet operating costs, acquisition costs, and disposal proceeds for your all of the vehicles in the fleet, the law enforcement subset (if any) of the entire fleet, and the armored subset (if any) of your entire fleet for each section (agency-owned, GSA-leased, and commercially-leased).
- Click on the **Complete** button after the data has been entered and verified.
- Click on the **Save and Return to Status Screen** to save your changes.

Ownership	Segment	2012 Operating Cost	2013 Operating Cost ②	2013 Acquisition Costs ②	2013 Disposal Proceeds ②
Agency-owned Vehicles					
	All Vehicles	\$0	\$ 0	\$ 0	\$ 0
	LE	\$0	\$ 0	\$ 0	\$ 0
	Armored	\$0	\$ 0	\$ 0	\$ 0
GSA-leased Vehicles					
	All Vehicles	\$0	\$ 0	\$ 0	\$ 0
	LE	\$0	\$ 0	\$ 0	\$ 0
	Armored	\$0	\$ 0	\$ 0	\$ 0
Commercially-leased Vehicles					
	All Vehicles	\$0	\$ 0	\$ 0	\$ 0
	LE	\$0	\$ 0	\$ 0	\$ 0
	Armored	\$0	\$ 0	\$ 0	\$ 0
Total Fleet					
	All Vehicles	\$0	\$0	\$0	\$0
	LE	\$0	\$0	\$0	\$0
	Armored	\$0	\$0	\$0	\$0

Figure 3: Section 2 cost projection input screen

For Section 3 Reports – Actual Fuel Cost/Consumption by Fuel Type. See Figure 4.

- Fill out the fuel costs and consumption amounts for the fuel types consumed by your fleet (see figure 4 below). Identify any fuel consumed by law enforcement or emergency response vehicles using the corresponding entries in the **Exempt?** selection in column (c) to ensure that this fuel is appropriately accounted for in FAST's E.O. 13423-related fuel consumption calculations. Identify fuel consumed, if any, in armored vehicles by checking the **Armored** checkbox in column (d) of the input form. After defining each row use the **Add** button to save each row. Likewise, you may click the edit icon () or the delete icon () as needed to modify previously saved changes.
- Click on the **Complete** button after the data has been entered and verified.
- Click on **Save and Return to Status Screen** to save your changes.
- **Note:** You may enter **either** the number of natural units of fuel consumed during the FY or the *Gasoline Gallon Equivalents (GGEs)* for GSA-Leased, Commercial-Leased, and Owned vehicles. Indicate with the radio button whether you are entering natural units or GGE values. FAST will automatically calculate the other column (natural units or GGE) after you save the row of data.

Fuel Cost / Consumption														
State	Fuel Type	Vehicles		Cost	Natural Units			Comment	GGE				Corr	Action
		Exempt?	Arm		GSA-Leased	Comm-Leased	Owned		GSA-Leased	Comm-Leased	Owned	Total		
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
1	AR	GAS	No	\$ 23,500	12,000	0	0		12,000	0	0	12,000		
2	AR	GAS	LE	\$ 17,500	8,000	0	0		8,000	0	0	8,000		
3	AR	E85	No	\$ 19,000	11,300	0	0		8,136	0	0	8,136		
4	AR	DSL	No	\$ 8,000	800	0	1,200		917	0	1,376	2,293		
5	TOTAL:			\$ 68,000	32,100	0	1,200		29,053	0	1,376	30,429		
6	ID	<input type="text"/>	No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> NU <input type="radio"/> GGE	<input type="text"/>				<input type="button" value="Add"/>


Figure 4: Section 3 input screen

After Finishing Data Entry

- After all Section Reports have been toggled to "Complete" (), you (as the submitting individual) must run the submitted data through the FAST system's data validation logic using the "Generate and view data validation report" link that appears between the Report Header section and the Report Section Status block. The FAST system will attempt to validate all data and generate a list of any identified problems requiring attention. Each separate item will have a link to the section of the report where the problem was identified.
- Review the FAST Data Quality/Consistency Report by clicking on the corresponding link or icon () within the Section 4 block of the Report Status screen. This report includes several year-to-year consistency checks and data completeness checks for the current year's data. You should closely review any items highlighted within this report to ensure that the corresponding data is correct and complete.
- After all validation errors have been corrected and all report data has been reviewed and verified, click on the **Submitting Official Approval Status Approved** radio button. (Approving the report releases it for approval by the Regional or Agency Approver.)
- All data has now been stored and sent for approval. You may now return to the FAST main menu and logout by clicking on the **Logout** link in the upper right corner of the header of the FAST page.

C. Available Help Resources

There are several ways to get online help for the FAST system.

1. Upon logging into the system, you may be presented with the “**What’s New?**” screen. You can dismiss this screen from subsequent logins if you prefer – but when new information is added you will be presented with the screen again when you log in. Additionally, you can select **What’s New?** from the **Help** tab in the FAST to review information about important updates to the FAST system or other announcements.
2. Frequently asked questions are available from **Help** tab in the FAST – click on the **Frequently Asked Questions (FAQ)** link to access this helpful system.
3. The **FAST Help System** is accessed by clicking on the **FAST On-line Help System** link on the **Help tab** in the FAST. You can also click on the  icon on many of the FAST input forms within the FAST website to see an embedded pop-up help screen.
4. If additional assistance is needed, you may contact your **FAST Agency Trainer**, shown at the bottom of each page within the FAST. A link to the **Agency Help Desk List** is also available on the FAST Login screen.